



## Annual Information Reporting- File Transfer Protocol (FTP) Upload Instructions

Annual Information Reporting data for the calendar year 2020 (1/1/2020-12/31/2020) can be submitted to the North Carolina Department of Revenue (NCDOR) through email or File Transfer Protocol (FTP) portal. Files must be saved as either a .txt or .csv file before submission. Files significantly larger than 25 megabytes that cannot be sent in multiple emails should be sent via the FTP Portal.

The FTP Portal will begin accepting files on May 1, 2021. Data for calendar year 2020 must be submitted on or before July 1, 2021. If you encounter issues or have questions please contact [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov) and include a contact name and phone number.

Please follow the steps listed below for a successful FTP upload.

### **Create Files for Upload**

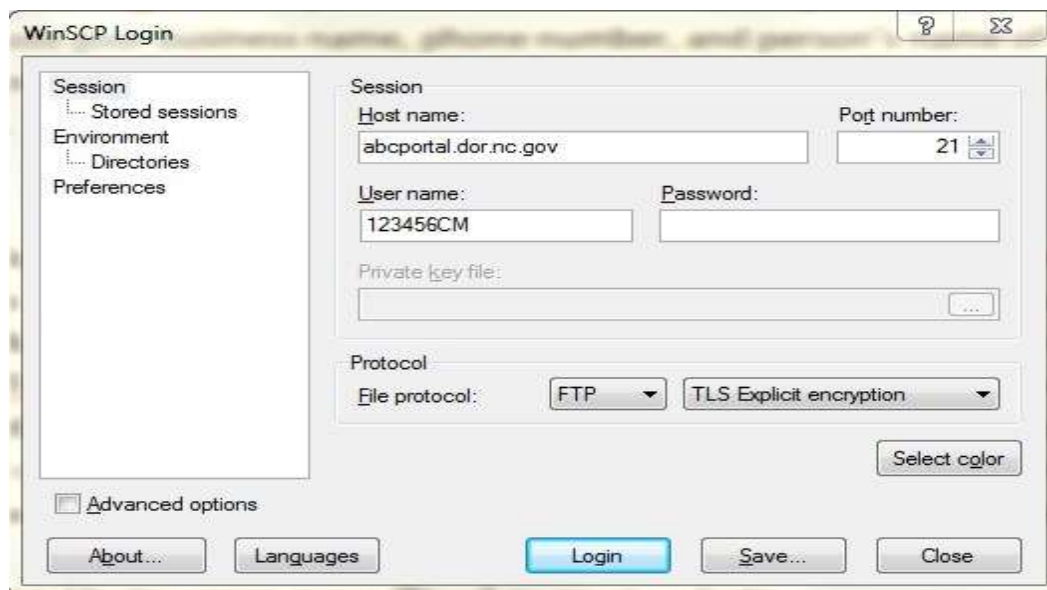
- Create files in accordance with the File Templates and Naming Conventions
  - All fields should be included even if some columns are empty
  - Name fields exactly as they appear on the File Template examples
  - File Template and Naming Conventions can be found on the NCDOR website:
    - <https://www.ncdor.gov/file-pay/guidance-information-reporting>
- Save file(s) as a .txt or .csv
- Create a validation file for each data file. The validation file validates the number of records included in your data file.
  - Ex. Beer and Wine Vendors have three data files (Customer, Invoice, Product) therefore they should have three validation files. A total of six files.
  - The validation file should have the following attributes:
    - Contents: Only include the number of rows that were included in the corresponding data file.
      - Ex. Data file contains 170,546 rows of data. The validation file will show "170546".
    - No formatting or other data should be included in this file
    - Validation file should be the same format (.txt or .csv) as the data file
    - Validation file should be named the same name as the data file with "\_CNT" added to the end of the file name
      - Ex. If the data file is:  
CUSTOMER\_2020\_Tax\_Season\_Brewing\_20210701.txt then the validation file should be named:  
CUSTOMER\_2020\_Tax\_Season\_Brewing\_20210701\_CNT.txt
- Do not add password protection to any of the files.

### **Acquire Login ID and Password from NCDOR**

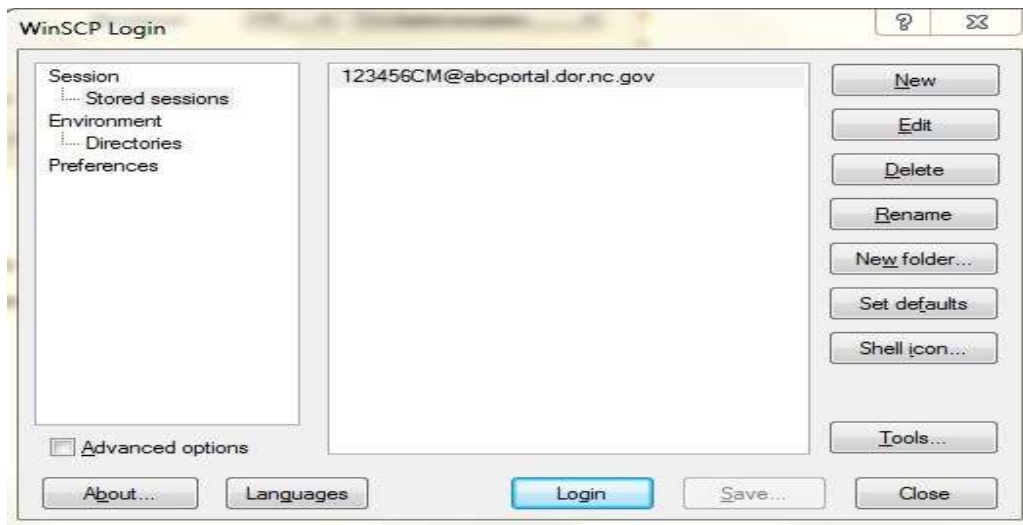
- Send an email to [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov)
  - Subject: 2020 Info Reporting Password Request
  - Body: Business Name, Phone number, Contact Person's Name
- An NCDOR employee will call the contact person to provide the Login ID and password.
- Please note: Login IDs and Passwords change from year to year.

### **FTP Client Setup**

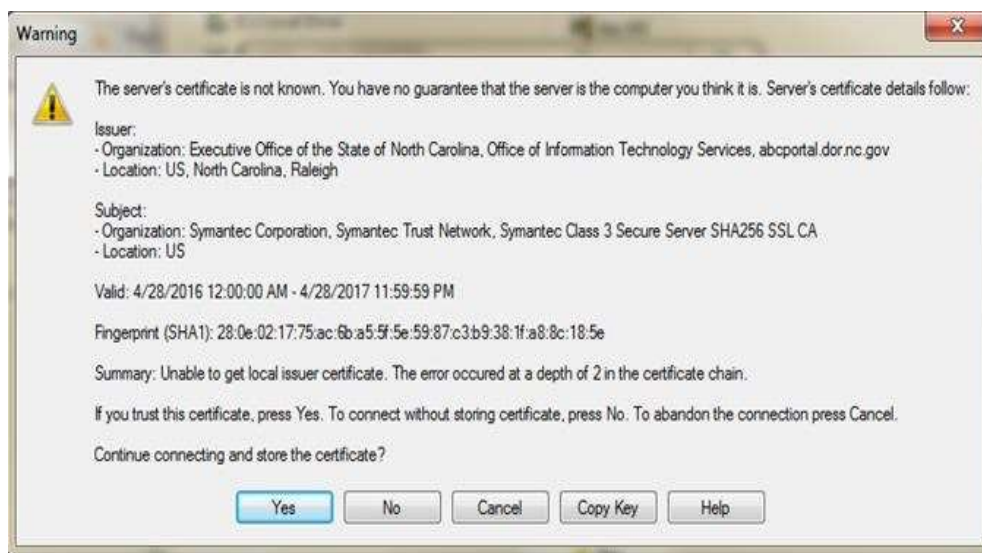
- The user uploading the file will need to have an FTP Client on their computer to handle the secure FTP process with the NCDOR.
  - The FTP Client needs to support Transport Layer Security (TLS)
    - Most computers have this, if one is needed an FTP client can be downloaded from the internet at <http://winscp.net>.
    - WinSCP is the FTP client tested by NCDOR for this process. WinSCP is not a required FTP client.
      - *The instructions below include example screenshots from WinSCP client (version 5.13.7) Screens may appear differently depending on the different versions.*
- Once the FTP Client is verified/downloaded, the first login session will need to be established.
  - Double Click on the FTP Client and create a new session
  - On the Login Screen click "New" to create a login. Key the following into the Login Screen:
    - Host Name: abcportal.dor.nc.gov
    - Port Number: 21
    - Username: <Login ID Provided by NCDOR> *Case Sensitive*
    - Update File Protocol: FTP
    - Specify Encryption as: TLS explicit encryption
    - **Do not complete the Password on this login screen. You will be prompted for a password on a later screen.**



- Press Save to save the login information
- Save the session name as your login ID
- Once saved, click on “Stored Sessions”, choose your login ID, and press Login

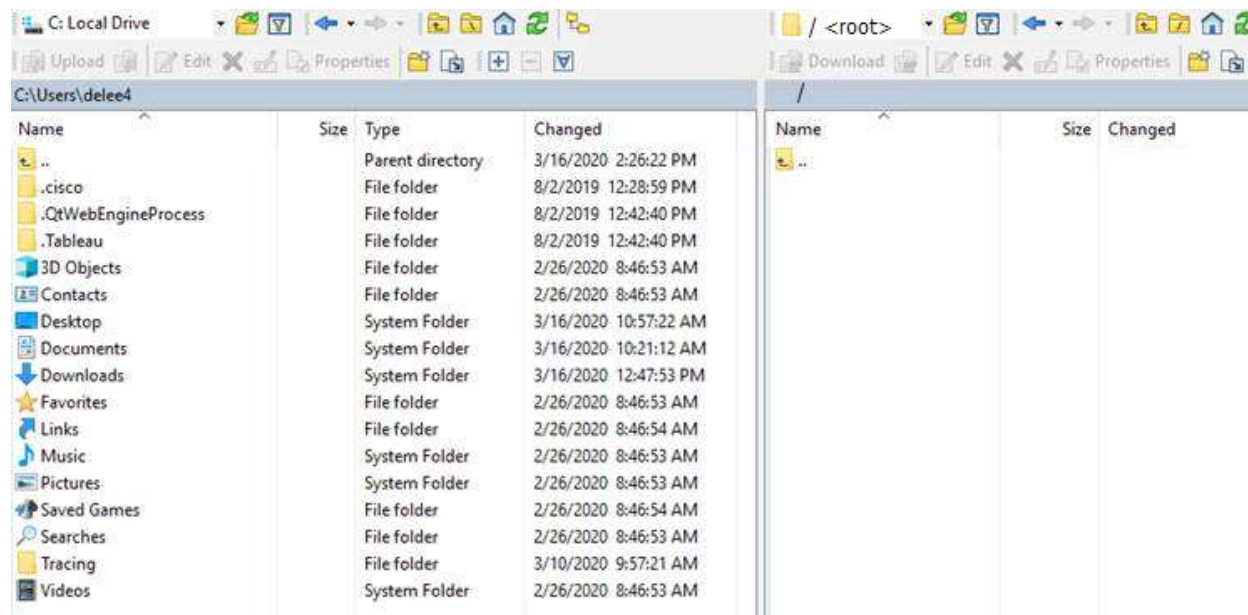


- You will be prompted for a password. Enter the password provided by NCDOR.
  - This password is case sensitive
- You will have three login attempts. After three failed attempts, the password
  - You will have three login attempts. After three failed attempts, the password will need to be reset.
    - If you need your password reset, email [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov) and include your Business Name, Contact name, Phone Number, and WinSCP Password three failed attempts.
- During your first successful login, you may receive the following message. If the message appears, click Yes to proceed.



## File Upload Process

- Once logged in, your computer's files and folders will be located on the left. The NCDOR FTP folder will be located on the right. It will be called "</root>" at the top of the screen.
  - Your login ID will also be listed in the top left corner of the screen.



- Locate the file(s) you want to upload and submit to NCDOR. The files you want to upload will be located on the left side of your screen.
- Drag and drop the files for submission in the open space on the right side of the screen.
  - This will upload the files to your data folder.
  - The only file types that can be uploaded are .csv and .txt files
- Combined file size cannot exceed 5 gigabytes.
  - Please email [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov) to coordinate your upload if your files are larger than 5 gigabytes.
- If the file size is large and you expect delays, feel free to compress the .txt or .csv files within a WinZip file.
  - The upload process will accept a WinZip file (.zip) as long as the contents are .txt or .csv
  - Once uploaded, you will need to open the .zip file, move the .txt or .csv files directly to the FTP folder and delete the .zip folder.
    - Once completed the only files that should remain are the .txt or .csv
- Larger files will take more time to upload through FTP Portal. If you receive a message stating that you have timed out, please click "Reconnect".
  - This will reconnect the session and the upload process will automatically continue.
- After the upload process you will be able to read, update, and delete your files as needed.

## Email NCDOR File Upload Complete

- Email [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov) when you have completed your file upload
  - Subject: 2020 Info Reporting FTP Upload Complete
  - Body: Business Name, Contact Name, Contact Phone Number, Date of FTP Upload
- You will receive an email that the data was received. You may still be contacted if there are questions or defects within the data.

Contact [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov) with any questions. Please include a contact name and phone number.